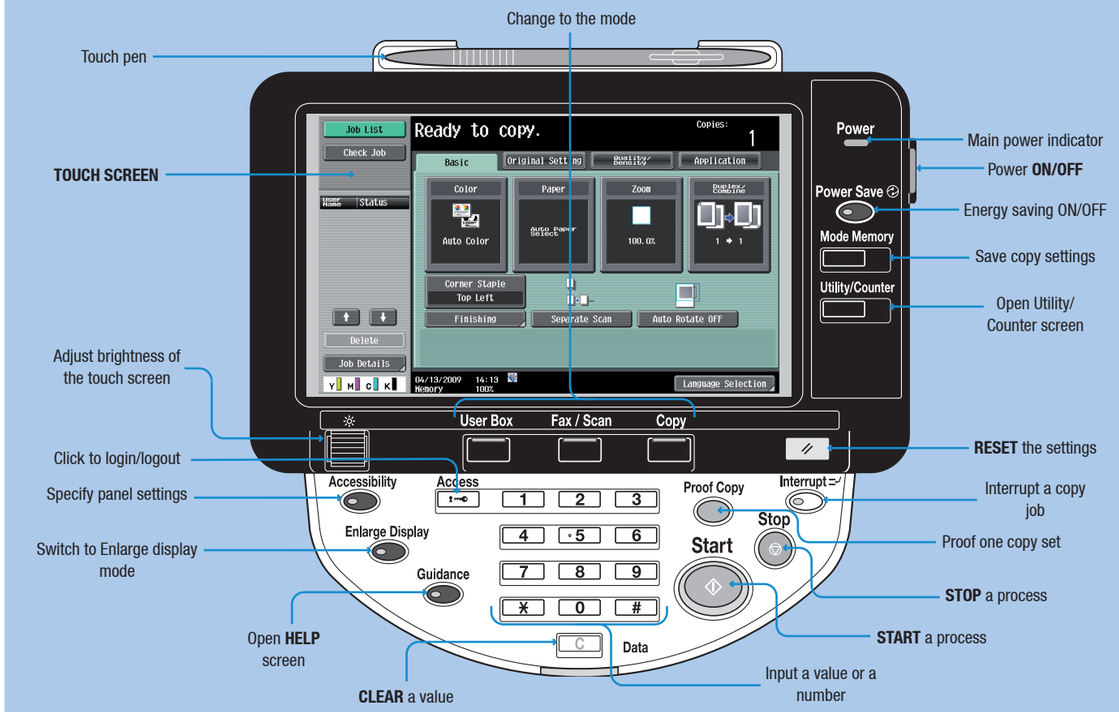
KONICA MINOLTA

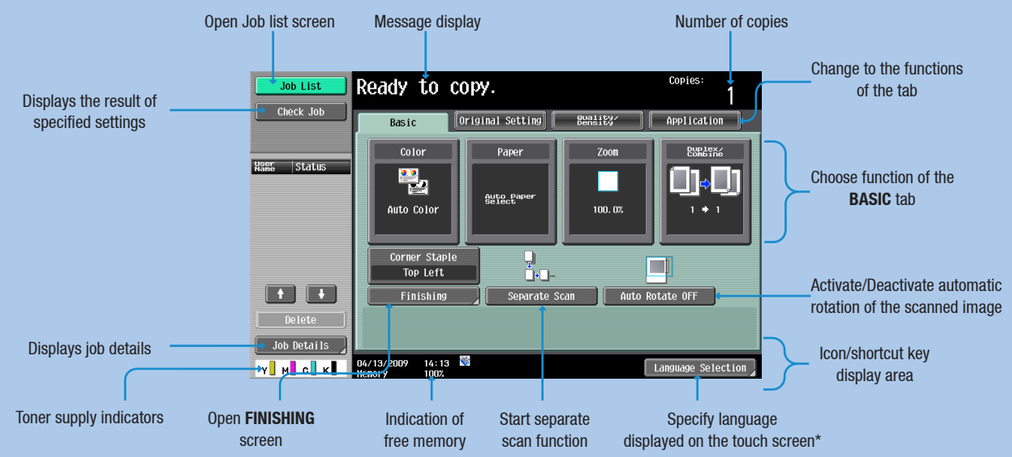
Manages color
and black/white

The essentials of imaging

How to use the machine
Panel



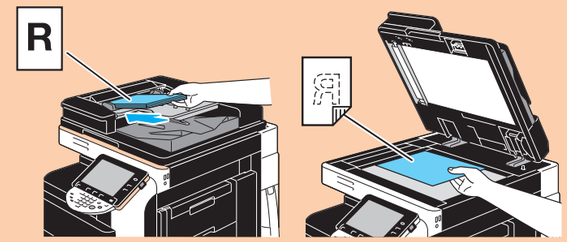
Touch Screen (Basic screen)



*not displayed when two shortcut keys are configured

Basic functions
Make a copy

1. Position the original(s).



2. Type in the number of copies.

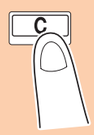
3. Press the **START** key.

Stop a copy process

1. Press the **STOP** key.

Clear a value

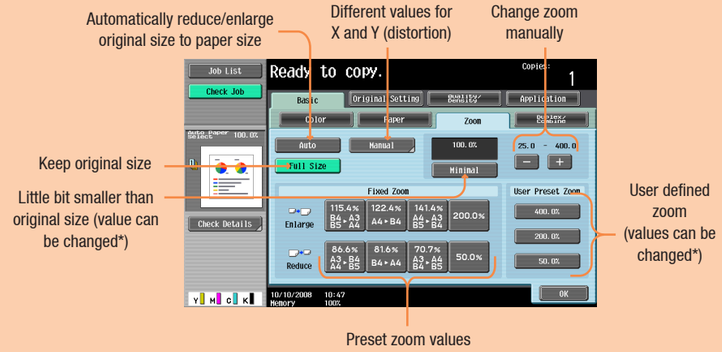
1. Press the **CLEAR** key.



Manages color
and black/white

Basic functions
Zoom

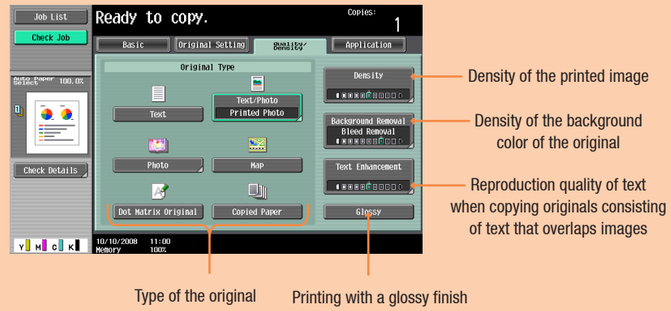
1. Position the original(s).
2. Touch **ZOOM** in the basic screen.
3. Touch the desired function.
4. Touch **OK**.
5. Press the **START** key.



*refer to User Manual for Copy Operations

Density/Background

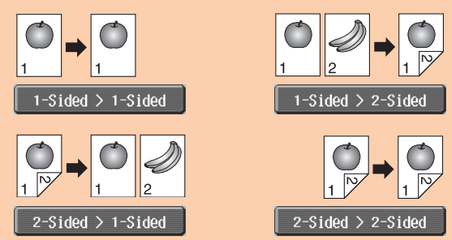
1. Position the original(s).
2. Touch **QUALITY/DENSITY**.
3. Select the type of your original.
4. Touch the desired function.
5. Touch **OK**.
6. Press the **START** key.



Duplex

1. Position the original(s).
2. Touch **DUPLEX/COMBINE** in the basic screen.
3. Touch the desired function.

4. Touch **OK**.
5. Press the **START** key.

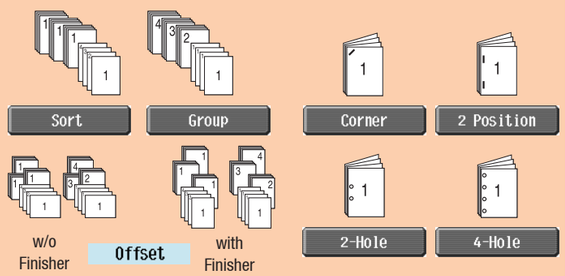


Finishing (only with Finisher)

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch the desired function.*

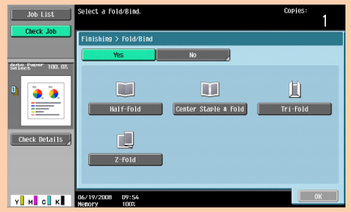
4. Touch **OK**.
5. Press the **START** key.

*available functions depend on machine/finisher



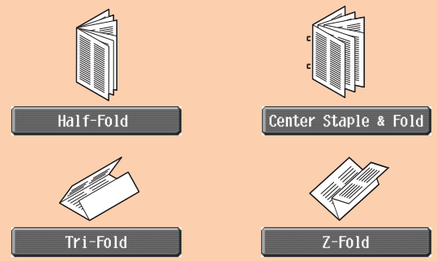
Create a booklet

1. Position the original(s).
2. Touch **FINISHING** in the basic screen.
3. Touch **FOLD/BIND**.
4. Touch the desired function.*



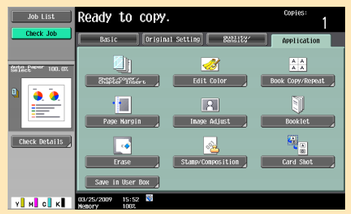
5. Touch **OK** (2×).
6. Press the **START** key.

*available functions depend on machine/finisher

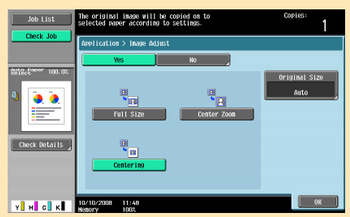


Application functions
Image adjust

1. Position the original(s).
2. Touch **IMAGE ADJUST** in the application screen.



3. Touch the desired function.



4. Touch **OK**.
5. Press the **START** key.

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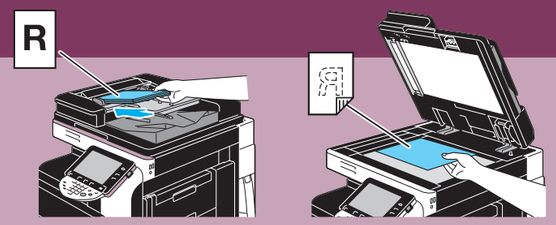
The essentials of imaging

Fax operations
Send a fax (only with Fax option)



1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.

3. Enter the fax number and press the **START** key.

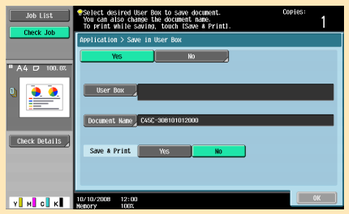
Network scan operations
Search for an e-mail address (LDAP)

1. Press the **FAX/SCAN** key on the panel.
2. Touch **ADDRESS SEARCH**.
3. Touch **SEARCH**.
4. Input a keyword.
5. Touch **START SEARCH**.
   Search results are displayed.

Application functions
Save in user box

1. Position the original(s).
2. Touch **SAVE IN USER BOX** in the application screen.

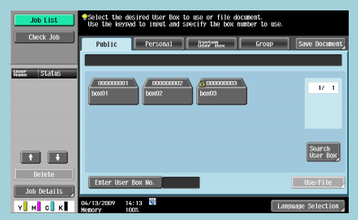
3. Touch **USER BOX**.



4. Touch the desired box.
5. Touch **OK**.
6. Touch **DOCUMENT NAME**.
7. Enter a document name.
8. Touch **OK** (2×).
9. Press the **START** key.

Box operations
Print from user box

1. Press the **USER BOX** key on the panel.
2. Select the desired User Box,
   and then touch **USE/FILE**.



3. Select the Print tab.
4. Touch the desired document.

5. Touch **PRINT**.
6. Specify the print settings.
7. Press the **START** key.

Scan to e-mail (Direct input)

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **DIRECT INPUT**.
4. Touch **E-MAIL**.

5. Enter the destination address.
6. Touch **OK**.
7. Press the **START** key.

Sending data to multiple destinations

1. Position the original(s).
2. Press the **FAX/SCAN** key on the panel.
3. Touch **ADDRESS BOOK**.

4. Specify two or more recipients.
5. Press the **START** key.